

NEW VOLUNTEER EVALUATOR Frequently Asked Questions (FAQ)

We look forward to seeing you at the upcoming evaluator training! Following is some general information about volunteering to read applications for American Councils' secondary school scholarship exchange programs and the required training workshops.

What will I actually do as a scholarship evaluator?

We receive more than 6,000 student applications for U.S. State Department-sponsored secondary school scholarship exchange programs that need to be read. You will evaluate, comment on, and score student applications using our rubric. Your comments and scores will be used to select applications to advance to the second round of reading and those that make it into final selection. We will use your evaluations to choose over 1,800 scholarship recipients for the 2017-2018 program year.

How many scholarship evaluators are needed?

There are approximately 300 active volunteer evaluators who read and evaluate these applications. With thousands of applications, we need each and every one of you!

What training is involved?

To be able to evaluate, you will need to attend a day and a half training session. In the training workshop we will teach you the criteria you will use to evaluate the applications in order to ensure that all files are evaluated in a consistent way. We will review the application materials and provide guidelines for evaluating them using a standard evaluation form on which you will record your comments and scores. The training dates are:

- November 4 and 5, 2016
- December 6 and 7, 2016
- January 13 and 14, 2017
- February 3 and 4, 2017

You can register for one of these trainings at:

<https://www.volunteermatters.net/vm/SelfRegister.do?owner=americancouncils>

Dinner is provided for evening sessions. Morning coffee and bagels plus lunch are provided for daytime sessions. Please dress casually for the workshop. We suggest wearing layers to accommodate variable temperatures in our building.

In addition to FLEX, we will also read applications for the YES and NSLI-Y programs. You are welcome to sign up for a brief training to read for one or more of these programs, as well. More information about this can be found on the *Training Opportunities* chart.

Where will I read the applications?

Initially, you will have to read in the Reading Room at the American Councils office, where staff is readily available to answer your questions, until we feel that you have adequate experience using the evaluation tools. After you have had a chance to evaluate approximately 10 applications, you may request to take applications home to evaluate. All "take home" applications must be returned to our office within one week.



They may be picked up and dropped off during Reading Room hours. You may opt to read where it is most comfortable for you. Some evaluators prefer to read only in the Reading Room, some at home, and others do both.

What kind of time commitment is expected of me?

We do not have any requirements regarding the amount of time that you spend reading applications or the quantity of applications you read. We are grateful for any and all time that you are able to contribute to the programs.

What if I do not know what my exact schedule will be?

Flexibility is the cornerstone of our volunteer program. Either dropping in and reading or picking up applications is perfectly acceptable. We prefer, if possible, that you let us know when you are coming in. That way we can be prepared with enough lunch or dinner for all of our evaluators. We can also have applications ready for you to pick up.

Where are you located?

American Councils is located at 1828 L Street, NW, Suite 1200, Washington, DC. The applications are read in the Reading Room on the 11th floor.

We are metro accessible at both the Farragut West (orange/silver/blue lines) and Farragut North (red line) metro stations. We have parking available in our building on weekdays. If that is full or closed, there are several other garages nearby. Upon request we will reimburse transportation expenses for your metro, parking, and mileage. Please note we do not reimburse for taxis, gasoline, or parking tickets.

What is the timeframe for the reading cycle?

We will start evaluating applications on November 7, 2016 and continue until all reading is completed in March 2017.

What are the Reading Room hours?

NOVEMBER 7 TO DECEMBER 30, 2016	
Monday-Friday:	In November: 9:00am-6:00pm
Tuesday and Wednesday:	In December: 9:00am-8:00pm
Saturday and Sunday:	closed
Special Hours:	November 23: 9:00am-12:00pm December 23 and 30 : 9:00am-12:00pm
NO READING:	November 24 and 25 December 26

JANUARY 3 TO MARCH, 2017 (no reading on January 2, 2017)	
Monday-Friday:	9:00am-8:00pm
Saturday and holidays (January 16 and February 20):	10:00am-4:00pm
NO READING:	January 2, 2017 January 20, 2017